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PRINTING AND PHOTOGRAPHY GROUP
WEEKLY REPORT FOR PERIOD OF
07 December 1988 - 20 December 1988

I. Status of Tasks Assigned by Senior Management

None.

II. Items or Events of Major Interest that have Occurred
During the Preceding Week:

A. A request to produce "The Annual Report of the President of the United States on the Trade Agreement Program 1988" was received by the Office of Logistics, Printing and Photography Group (OL/P&PG) on 1 December from the Directorate of Intelligence, Current Production and Analytical Support (DI/CPAS) with a requested completion date of 30 December. The job was completed and ready for delivery on 16 December. CPAS was notified and will pick up the finished publication on 20 December for forwarding to the White House.



C. Camera ready copy for the Office of Finance Annual Report was delivered to the Office of Logistics, Printing and Photography Group (OL/P&PG) on 15 December for completion of proof copies by 19 December. The finished copies were sent to the customer. Following their approval, P&PG must print and deliver 100 copies of this publication by 23 December.

D. On 15 December, the Office of Logistics, Printing and Photography Group (OL/P&PG) was requested by the Directorate of Operations, to provide priority

STAT production of a series of five vugraphs describing the proposed
functions and staffing of the new [redacted]
STAT for presentation to the Agency Executive Committee. This project
was completed and delivered to the customer by the 20 December
deadline. [redacted]

STAT E. The video production portion of the 1988 Minority
Undergraduate Program (MUPIE) has been completed by the Office of
Logistics, Printing and Photography Group (OL/P&PG). P&PG is
awaiting the arrival of last minute materials to complete this
project. The deadline for this Equal Employment Opportunity (OEEO)
project is 22 December. [redacted]

STAT F. As a part of the continuing copier replacement program, the
Office of Logistics, Printing and Photography Group, Copier
Management Program (OL/P&PG/CMP) took delivery of 3 Canon copiers
this week that will be used to fill low volume copier placements.
CMP also ordered several Ricoh copiers to fill very low volume
copier placements within offices that have limited space. These
small copiers are valuable in that they utilize technology usually
limited to larger volume copiers to reduce operating and maintenance
costs. [redacted]

STAT G. Renovations to the Office of Logistics, Printing and
STAT Photography Group (OL/P&PG) are progressing through the fourth phase
of the project with some portions of phase two also being corrected.
Phase four includes the renovations of ceilings and walls in P&PG's
front office and hallway area. Work on the lunchroom is awaiting
delivery of the canopy for the vending machines. The final area to
be renovated will be the planning offices and the ADP area of the
Plans, Programs and Systems Staff offices. [redacted]
[redacted]

IV. Management Activities and Concerns

*Update
& input
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A. During the past week, the Office of Logistics, Printing and
Photography Group (OL/P&PG) has experienced increased activity on
the Congressional Budget Justification Books (CBJB). However, the
contributing offices are still falling behind schedule on their
submissions. As of 19 December, approximately 95% of Volume VI
(CIA) had been input by P&PG. The bulk of the galley proofs of this
input is expected early next week for changes and page makeup.
Receipt of Volume III (General Defense Intelligence Program-GDIP)
has been delayed and P&PG now expects it later this week. (This is
one of the largest and most complex books to process) Since Volume
III is so far behind, we anticipate that the customer will expect
rapid turnaround on P&PG's part to meet their own deadlines.

Another large contributor, the National Security Agency (NSA), plans to submit about 90% of their material later this week. Some of the smaller volumes could also be ready for page makeup this week. At this point, approximately 40% of the total CBJB material has been received. [REDACTED]

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B. Representatives from the Office of Logistics, Printing and Photography Group (OL/P&PG) and the Directorate of Intelligence, Current Production and Analytical Support (DI/CPAS) plan to meet to discuss the future plans for typesetting the National Intelligence Daily (NID) and the President's Daily Brief (PDB). CPAS has expressed interest in the possibility of producing these publications through a desktop publishing system. [REDACTED]

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